

**Application for Renewal of the *National Extranet Optimized Runaway and Homeless Youth Management Information System (NEORHYMIS)* Version 2.1  
OMB # 0970-0123**

**Supporting Statement**

**Family and Youth Services Bureau  
Administration on Children, Youth and Families  
Administration for Children and Families  
U.S. Department of Health and Human Services**

**September 2010**

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## **A. Justification**

### **1. Circumstances Making the Collection of Information Necessary:**

The Runaway and Homeless Youth Act (RHYA), as reauthorized by the Reconnecting Homeless Youth Act of 2008 (P.L.110-378 ) (42 U.S.C. 5601), mandates that the Department of Health and Human Services (HHS) report regularly to Congress on the status of HHS-funded programs serving runaway and homeless youth. Organizations funded under the Runaway and Homeless Youth (RHY) program are required by Section 312 (b) (7, 8, 11 and 12) and Section 322 (a) (9, 12, 13 and 14) of the Statute to meet several data collection and reporting requirements. These requirements include maintenance of client statistical records and submission of annual program reports regarding the characteristics of the youth and families served and the services provided to them. (Attached as Exhibit 1 are the relevant sections of the statute and regulation mandating the collection of information.) The October, 2008, reauthorization of the Act maintained the longstanding requirements as described in the legislation.

The Reauthorization also requires that HHS (1) report on promising practices in preventing youth homelessness and (2) evaluate the homelessness prevention and intervention effectiveness of the Transitional Living Program (Part B of the Act). RHYMIS data is central and critical to both mandates. The report was issued in May, 2007. The evaluation is underway through an independent research organization.

The data from the National Extranet Optimized Runaway and Homeless Youth Management Information System (NEO-RHYMIS) support the grantee organizations as they carry out a variety of integrated, ongoing responsibilities and projects.

### **2. Purpose and Use of the Information Collection:**

NEORHYMIS data is used by Federal and grantee staff responsible for planning, funding and implementing projects that assist runaway and homeless youth. Specific organizations include: FYSB and its Regional outstations; the ACF Office of Planning, Research and Evaluation, Basic Center Program (BCP), Transitional Living Program (TLP), and Street Outreach Program (SOP) grantees; academics, HHS research, evaluation and support contractors; and RHY Training and Technical Assistance providers. Additionally, NEORHYMIS is the source for the data contained in the *Biannual Report to Congress on the Youth Programs of the Family and Youth Services Bureau* (mandated by RHYA) and the ACF Annual Performance Plan and Performance Reports for the President's Performance Budget. The data is requested from time to time by Congressional staff, officials from State and local levels of government, researchers, and practitioners, within and beyond the RHY community of grantees.

NEORHYMIS data supports several integrated, ongoing responsibilities and projects, including legislative reporting requirements, planning and public policy development for runaway and homeless youth programs, accountability, monitoring, program management, research, and evaluation. The information collected through NEORHYMIS also has a significant role in supporting the requirements and needs of the RHY projects, including reporting requirements, research and evaluation, monitoring, program management, and providing documentation in support of applications for funding.

As an example of how NEORHYMIS is useful, during late 2006, FYSB analyzed the complete records of all youth who entered and exited the TLP during FY2004-2006. The analysis examined the characteristics and exit outcomes of all youth (particularly the precarious exits of some who returned to the street), but focused on drop outs and expellees. It established factors that make it easier to identify youth at risk for failing their TLP experience and exiting prematurely and identified a clearly apparent causal factor relating to youth who exit dangerously into the street. This collection of information continues to assist us in demonstrating our support of HHS related strategic goals for use internally and externally. A similar analysis during the same period of time of the larger BCP program identified risk factors for poor placement outcomes and the grantees with high-risk caseloads.

### **3. Use of Improved Information Technology and Burden Reduction:**

NEORHYMIS utilizes commercially available relational database software (MS Access) that are standard issue on personal computers. NEORHYMIS can operate effectively on a single machine or be accessed in a common database via a local area network (LAN) for grantees using multiple computers. By using NEORHYMIS, grantees have immediate access to the data required to plan, administer, report and evaluate their programs.

Grantee staff are responsible for entering the data into the automated system at each grantee site. NEORHYMIS reads and validates information as it is entered. The grantee can generate various reports for use by local management, administrative and technical staff. Semi-annually, the grantee uses automated functions in NEORHYMIS to download the data onto a diskette and then sends the diskette to FYSB's contractor, or they may electronically submit the data via email for integration into the national database maintained by the contractor. Personally-identifying information is not shared with FYSB or its contractor.

Prior to FY 2000, RHYMIS reporting requirements were described by grantees as complex and burdensome and response rates were low. The simplification and streamlining incorporated into the currently approved version have dramatically improved the response rate. Over 96% of the FYSB RHY grantees (who number between over 700 in a given year) consistently submit complete reports as required. Another small group includes grantees that may not report in a given period for a valid reason. The response rate has continued unabated every year since the original instrument and design improvements. Many grantees have also stated they find the data not only easier to provide, but useful for their own needs as well. The system requires minimal training due to the simplicity of the product, its help features, and the expert help desk assistance provided by FYSB's contractor. In a recent (summer, 2010) grantee roundtable discussion regarding other aspects of RHY programming, grantees overwhelmingly reported a high level of satisfaction in their use of the NEORHYMIS system.

### **4. Efforts to Identify Duplication and Use of Similar Information:**

There are no other sources of information available to be reported to HHS on runaway and homeless youth and therefore, NEORHYMIS does not duplicate any existing data. In fact, NEORHYMIS is the only uniform collection process that results in accurate, timely and consistent information that can be reported to HHS regarding the number, composition and characteristics of runaway and homeless youth served by the RHY programs as mandated by Congress in the RHY Act.

Currently, there are a variety of youth services information management systems operating at the regional, state, and local levels. These systems are not fully compatible throughout grantee or federal collection efforts and cannot be compiled into one national database. NEORHYMIS is able to accept properly formatted and defined national RHY data from individual systems. The contractor is authorized to assist grantees developing their own proprietary MIS to ensure compatibility with all reporting requirements.

NEORHYMIS addresses the issue of data duplication on a number of levels:

1. NEORHYMIS collects information about programs and youth only once. Only changes in the status of the grantee program or in the status of a youth require new information. NEORHYMIS is designed to allow the grantee to edit and integrate new information with existing information. These edit and integration features minimize data collection, data entry, and reporting burden.
2. Since NEORHYMIS supports the BCP, TLP, and SOP in the same software package, a community agency that receives funding under more than one of these RHY programs will have to complete information on its agency only once.
3. NEORHYMIS is designed to assist the RHY grantees in meeting other reporting requirements and information needs. These include reporting to other funding sources and documenting services for licensing requirements. As noted above, it is easy for a grantee to indicate that a particular caseload record, utilizing all or some of the NEORHYMIS elements, is a “non-FYSB” youth, and NEORHYMIS treats that record as such, and does not include it with the FYSB records during data transfer.

## **5. Impact on Small Businesses or Other Small Entities:**

The labor and one-time hardware costs for collecting this information is paid for by the grant to the community-based organizations funded by the RHY Act. The software and technical support is free. The time required for staff to enter the data for the various subset reports is small, and organizations will already have collected the data on each youth for many of the data elements. Data need only be entered from existing records. Grantees report that the burden is minimal.

## **6. Consequences of Collecting the Information Less Frequently:**

HHS cannot fulfill its obligation to effectively serve the runaway and homeless youth population in the United States, nor report meaningful and reliable information to Congress about the extent of this problem or the effectiveness of various methodologies designed to provide assistance to this population, without access to timely and accurate information. To be of any value, this information must include specific data elements that are defined in a consistent manner and collected and reported using standard procedures. NEORHYMIS defines the required data and provides required procedures and reports. Grantees currently use the data in justifying applications for grants, not only when they re-compete for FYSB funding, but for other programs serving at risk youth as well.

Since FYSB uses the data as mandated in annual reporting to Congress under GPRA and bi-annual reporting under RHYA, the data must be collected on an annualized basis. Prior to 2000, grantees reported quarterly. The newer versions call for semi-annual reporting, which has reduced the workload on grantees. Semiannual reporting allows for data analysis, quality review and mid-year

corrections that might not take place on a timely basis if submissions were less frequent. Grantees are better off entering the data as they obtain it or soon after, to ensure accuracy. They can access NEORHYMIS for data entry, review and editing at any time. The semi-annual submission is a mostly automated process that requires little labor. Most of the users' work in operating NEORHYMIS involves case data entry on an ongoing basis. Aggregating this youth information on less than a semi-annual basis will delay the grantees' ability to benefit from the information contained in the national database, to identify how closely their own clients reflect the national RHY profile or to develop programs that most effectively meet their clients' needs.

Collecting and aggregating youth information on a semi-annual basis assures data quality and correction of significant anomalies, while reporting it annually matches the Congressional requirements and enhances FYSB's ability to react to changes and emerging trends in the field as they occur. This includes grantee compliance and other issues that may require a timely intervention. It also provides consistent access to data for use in developing testimony and preparing for Congressional hearings, responding to OMB inquiries on annual budgets, planning for program and administrative operations, informing research as well as providing training and technical assistance.

## **7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5:**

There are no special circumstances regarding the collection of this data. No individually-identifying information enters the report when it is transmitted to Washington for integration in the national database. Youth are tracked using anonymized, system-generated IDs. Standard and mandated security features and confidentiality protections are built in and fully implemented.

## **8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency:**

On December 15, 2009, we initiated the regular clearance process with a 60 day notice in the Federal Register, (Volume 74, Number 242, Page 67232). A copy of the first Federal Register notice is provided in Exhibit 2.

No changes in content were made since this collection was reapproved in 2007. Grantees continue to provide feedback through the technical support hotline and focus groups sponsored by ACF. RHY hosts two annual conferences which provide additional opportunities for service provider feedback and discussion. In the past, feedback from such stakeholders have assisted us in identifying system improvements such as allowing grantees to record and track prevention services, successful program completion, youth on waiting lists, and youth who temporarily separate from the program but return for completion.

**9. Explanation of Any Payment or Gifts to Respondents:** There is no remuneration, of any kind, to NEORHYMIS users. Participation in data collection is mandated for all RHY grantees. The software and support are free.

**10. Assurance of Confidentiality Provided to Respondents:** NEORHYMIS has built-in, structured security mechanisms that assure the confidentiality of the clients. These mechanisms include:

- Identification Numbers - FYSB assigns unique identification numbers to BCP, TLP, and SOP grantees. The youth identification number is generated by the automated system

according to a secure, programmed algorithm. Once a youth is added into the database, only his/her identification number appears on data entry screens and storage files. Individual client files are accessible only to authorized grantee staff.

- Informed Consent - Youth and families are informed about the data collection process, and are asked to sign an informed consent form documenting their awareness and understanding of the data collection process before any data elements are entered into the system. Refusal to participate in the data collection process does not preclude a youth or family from receiving services.
- System Security/User Identification - Access to each data file within NEORHYMIS is limited by the use of an authorized user identification number, password, and other security procedures. The grantee's management controls all access to data. The terms and conditions of their grant requires security and confidentiality protection.

## **11. Justification for Sensitive Questions:**

There are some NEORHYMIS data elements are designed to collect information that may be considered sensitive. This information pertains to the youth and their family's socio-economic status, mental health, alcohol and other drug involvement, legal status, and family and social relationships. It must be noted that, prior to participating in a project, all youth and families are informed that information about them and the services they receive, will be collected, recorded, and submitted anonymously to FYSB for statistical analysis. As stated above, youth and families are assured that all information is strictly confidential and that their identities are protected. Additionally, program participants are required to sign a statement of agreement that acknowledges that this information as well as their rights have been explained to them.

This information is extremely critical for FYSB to ensure the effective delivery of services, use of appropriate interventions and the development of individualized youth and family service plans. It is also essential to assess the attainment of long term programmatic goals and outcomes and for the early identification of trends and problems in the field of RHY.

## **12. Estimates of Annualized Burden Hours and Costs:**

Changes in the burden normally result from varying numbers of grantees in each year and fluctuating youth caseloads. The change in burden this year is based purely on a more realistic calculation. Previously, the BCP and TLP "Youth Profiles" were counted as single responses (one for each youth). And since each youth is recorded only once in their residency, but on two occasions – at entrance and at exit, the only factor affected by the twice-a-year reporting schedule is the data transfer, which automatically assembles the data from all of the instruments and transmits them to the National Database maintained by the contractor. The time required to complete each subset of the youth profile has been cut in half since the previous calculation counted the time needed to complete both the entrance and exit reports. Additionally, grantees are only responsible for capturing and submitting data for the specific program that they are funded for. For example, a TLP grantee would not be required to collect or submit BCP data if they are not funded by FYSB to provide that service.

Instrument	Number of Respondents*	Number of Responses per Respondent **	Average Burden Hours per Response	Total Burden Hours
Youth Profile: BCP entrance report (one for each youth)	371	108	0.125	5009
Youth Profile: TLP entrance report (one for each youth)	208	19	0.125	494
Youth Profile: BCP exit report (one for each youth)	371	108	0.125	5009
Youth Profile: TLP exit report (one for each youth)	208	19	0.125	494
Brief Contacts (4 data elements per youth)	572	177	0.15	15,187
Turnaways (2 data elements per youth)	572	13	0.1	744
Street Outreach Report	159	5110	0.02	16,250
Data Transfer	731	2	0.5	731

**Estimated Total Annual Burden Hours:**

**43,918**

\* Estimate as of 2010; (the number of funded grantees changes somewhat from year to year) & grantees are only required to collect and submit data for the specific program for which they are funded.

\*\* Average estimated based on FY 2009 youth entering caseload (FY 2010 finals will not be available until Dec 2010; caseloads change from year to year but not greatly.)

Estimated dollar equivalent of hourly burden equals 43,918 hours X \$25 equals \$1,097,950.

**13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers:**

Task / Item	Annual Number	Annual Cost	Estimated Annual Cost
Training *	0	0	0
Hardware (one-time cost only: basic PC, need not be state of art)	731	500	\$365,500
System Maintenance	731	\$200	\$146,200

Supplies (Diskettes, Mail, etc)	731	\$50	\$36,550
<b>Total</b>		<b>\$750/grantee</b>	<b>\$548,250</b> (All 731 grantees)

\* Training is not needed – experience has shown that RHYMIS can be self taught with tech support assistance. There is no cost to the grantees for training, ongoing technical support, software or any supporting documentation.

**NOTES:**

1. Hardware for most agencies has already been acquired. Hardware and Software estimates are annualized over the assumed equipment life. Software is compatible with most PCs. The equivalent contemporary system would probably be far more powerful but a very inexpensive device of relatively modest performance and capacity will suffice.
2. Software and tech support is provided free of cost to grantees.
3. Agencies are required to include these costs in grant budgets as part of their competitive proposals.

**14. Annualized Cost to Federal Government:**

<b>Task / Item</b>	<b>Estimated Annual Cost</b>
1. Technical Assistance hotline (business hours, Monday-Friday)	<b>\$131,800</b>
2. System maintenance and Data replication	<b>\$88,570</b>
3. Data Analysis and Reporting	<b>\$88,570</b>
4. Data Submittal Logging and Integration	<b>\$88,570</b>
5. Software Modifications Upgrades	<b>\$296,287</b>

6. Federal Gov't Staff*	<b>\$7,986</b>
7. Federal Gov't Travel	<b>\$2,000</b>
<b>Total</b>	<b>\$703,783</b>

\* GS 12-3 project officer @ .1 FTE

Note: Activities 1 through 5 are provided under a contract with Computer Sciences Corporation (CSC). Costs allocations among tasks 1-5 are approximations.

### **15. Explanation for Program Changes or Adjustments:**

There were no program changes, however, there were adjustments due to revisions in the estimates.

### **16. Plans for Tabulation and Publication and Project Time Schedule:**

The data collected by NEORHYMIS will be analyzed to determine the characteristics of runaway and homeless youth, their problems, and services provided to them. As exemplified under “Use of Data”, FYSB also will conduct statistical analyses on information about runaway and homeless youth and program activities in order to develop management improvement strategies suggested by statistical trends and patterns.

The data collected through NEORHYMIS will be published by FYSB, as required by Federal law (RHYA), in a report to Congress on the BCP, TLP, and SOP programs. The data will also support FYSB's annual performance plans under the Government Performance and Results Act and appear in Congressional testimony and briefings. Brochures, fact sheets, and other publications periodically produced by FYSB also will include information gathered by NEORHYMIS. These publications will inform potential grantees and the general public about the breadth and scope of the runaway and homeless youth programs, and will support the identification of trends and problems among runaway and homeless youth served in RHY programs. NEORHYMIS data may also appear in reports and evaluations on the prevention of youth homelessness which have been mandated by the authorizing legislation.

<https://extranet.acf.hhs.gov/rhymis> is a website where anyone can download and request standard and ad hoc reports on the existing data. Functional improvements in this site are planned as funds permit.

### **Project Time Schedule (Occurs each FY):**

Contractor distributes NEORHYMIS Software to new grantees	October FY11
Live or self directed online tutorial is made available to new/current grantees	TBD

Contractor Receives, Cleans and Validates <u>1<sup>st</sup></u> Semi Annual Data Transfer (Covering Oct 1 – March 30)	April FY11
Contractor Receives, Cleans and Validates Data <u>2<sup>nd</sup></u> Semi Annual Data Transfer (Covering April 1 – Sept 30)	October FY12
FYSB provides FY 11 data to GPRA performance report to Congress	December FY12

**17. Reason(s) Display of OMB Expiration Date is Inappropriate:** Not applicable: Dates and notice are displayed on most NEORHYMIS forms and literature.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions:** This issue is not applicable. There are no exceptions to the certification statement identified on Form OMB 83-I.

## **B. Statistical Methods:**

### **1. Respondent Universe and Sampling Methods:**

This is not applicable as data will not be collected by statistical methods. Instead, each grantee is required to submit data on all FYSB-funded RHY youth on a semi-annual basis.

### **2. Procedures for the Collection of Information:**

Each year, grantees receive the most recent version of the RHYMIS Software program as well as an instruction and definitions manual. Typically, our RHY Technical Assistance Center (RHYTTAC) and RHYMIS support contractor (CSC) collaborates to offer both online self directed as well as live webinar-based tutorial for use of the RHYMIS program. Grantees identify a data entry person to begin entering client data into the RHYMIS system covering the period of October 1 – March 30. Grantees are then required to prepare for the 1<sup>st</sup> national semi annual data transfer due by April 15. This information will be downloaded and mailed by disc or submitted online to CSC, Incorporated , the RHYMIS support contractor. At this time, CSC validates the data and forwards a final spreadsheet to FYSB Research and Evaluation Division for analysis and reporting. The previously described steps are again repeated for the 2<sup>nd</sup> national semi annual transfer period cover April 1 – September 30, due October 15. A final compilation is submitted by the contractor for use in reporting GPRA and other reports to Congress. Each year the entire process begins again with new grantees.

### **3. Methods to Maximize Response Rates and Deal with Non Response:**

The ease of use and favorable reception from grantees regarding use of the NEORHYMIS data collection has resulted in a 99% response rate. Grantees receive periodic reminders of upcoming

transfer dates and in the event that a grantee fails to submit on time, the assigned project officer and or RHYMIS Help Desk will work to assist them in submitting.

**4. Test of Procedures or Methods to be Undertaken:**

This is non applicable.

**5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data:**

Our contractors CSC provide quality technical assistance to grantees and are responsible for coordinating the receipt and validation of data. Our principle contact is:

AVI MARGOLIS, Senior Principal  
CSC, Incorporated  
15245 Shady Grove Road  
Rockville, MD 20850  
301.921.3033

**EXHIBIT 1: Legislative/Regulatory Authority**

Sections of legislation and regulations relevant to information collection  
For RHY programs

**Legislative:**

The Runaway and Homeless Youth Act (Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), as Last Amended by the Reconnecting Homeless Youth Act of 2008 (P.L.110-378)  
October 8, 2008

BASIC CENTER PROGRAM: Section 312 (b) PROVISIONS OF PLAN. In order to qualify for assistance under section 311(a), an applicant shall submit a plan to the Secretary including assurances that the applicant—

...

(7) shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth;

...

(8) shall submit annual reports to the Secretary detailing how the center has been able to meet the goals of its plans and reporting the statistical summaries required by paragraph (7);

...

(11) shall supply such other information as the Secretary reasonably deems necessary;  
(12) shall submit to the Secretary an annual report that includes, with respect to

the year for which the report is submitted—

- (A) information regarding the activities carried out under this part;
- (B) the achievements of the project under this part carried out by the applicant; and
- (C) statistical summaries describing—
  - (i) the number and the characteristics of the runaway and homeless youth, and youth at risk of family separation, who participate in the project; and
  - (ii) the services provided to such youth by the project;

...

#### TRANSITIONAL LIVING PROGRAM

##### Section 322 (a) ELIGIBILITY

(a) IN GENERAL. To be eligible for assistance under this part, an applicant shall propose to establish, strengthen, or fund a transitional living youth project for homeless youth and shall submit to the Secretary a plan in which such applicant agrees, as part of such project—

...

(9) to submit to the Secretary an annual report that includes information regarding the activities carried out with funds under this part, the achievements of the project under this part carried out by the applicant and statistical summaries describing the number and the characteristics of the homeless youth who participate in such project, and the services provided to such youth by such project, in the year for which the report is submitted;

...

(12) to keep adequate statistical records profiling homeless youth which it serves and not to disclose the identity of individual homeless youth in reports or other documents based on such statistical records;

(13) not to disclose records maintained on individual homeless youth without the informed consent of the individual youth to anyone other than an agency compiling statistical records;

(14) to provide to the Secretary such other information as the Secretary may reasonably require;

#### Regulatory:

#### **Code of Federal Regulations, 45 CFR, Chapter XIII, Part 1351: Runaway Youth Program, Sub part C, Section 1351.20 (c):**

"Grantees will also be required to submit statistical reports profiling the clients served. The statistical reporting requirements are mandated by the Act which states that "runaway youth projects shall keep adequate statistical records profiling the children and parents which it serves..." [FR Doc. 78-32473 Filed 11-27-78;]

**EXHIBIT 2: FIRST FEDERAL REGISTER NOTICE:** Note that we have recalculated the burden since the first notice was published nearly a year ago (see #12, page 7 and #15, page 10).

[Federal Register: December 18, 2009 (Volume 74, Number 242)] [Notices]  
[Page 67232] From the Federal Register Online via GPO Access [wais.access.gpo.gov]  
[DOCID:fr18de09-75]

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Projects:

Title: New Runaway and Homeless Youth, Management Information System (NEORHYMIS).

OMB No.: 0970-0123.

Description: The Runaway and Homeless Youth Act, as amended by Public Law 106-71 (42 U.S.C. 5701 et seq.), mandates that the Department of Health and Human Services (HHS) report regularly to Congress on the status of HHS-funded programs serving runaway and homeless youth. Such reporting is similarly mandated by the Government Performance and Results Act. Organizations funded under the Runaway and Homeless Youth program are required by statute (42 U.S.C. 5712, 42 U.S.C. 5714-2) to meet certain data collection and reporting requirements. These requirements include maintenance of client statistical records on the number and the characteristics of the runaway and homeless youth, and youth at risk of family separation, who participate in the project, and the services provided to such youth by the project.

Respondents: Public and private, community-based nonprofit, and faith-based organizations receiving HHS funds for services to runaway and homeless youth.

Annual Burden Estimates

Average burden per response	Instrument hours	Total burden hours	Number of respondents	Number of responses per respondent
0.25	20,502	536	153	
0.02	11,875.02	141	4,211	
0.15	24,522	536	305	
0.15	1,045.20	536	13	
0.50	536	536	2	

Estimated Total Annual Burden Hours: 58,480.22.

In compliance with the requirements of Section 506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed

collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. E-mail address: [infocollection@acf.hhs.gov](mailto:infocollection@acf.hhs.gov). All requests should be identified by the title of the information collection.

The Department specifically requests comments on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: December 15, 2009.  
Robert Sargis,  
Reports Clearance Officer.  
[FR Doc. E9-30091 Filed 12-17-09; 8:45 am]  
BILLING CODE 4184-01-P